TAPA
Style Sheet for Authors and Editors

<u>Submission</u>

Submissions are made through *TAPA*'s online portal (https://tapa.scholasticahq.com/). As part of the submission system, authors are required to create an account at Scholastica; this information is used for correspondence purposes.

To submit an article, the author is prompted to provide a title, an abstract (which should be no more than 100 words), keywords, and to fill in professional information, as well as uploading a file containing the anonymized manuscript. We also request that authors fill in a section containing demographic information; this is entirely optional and will not affect the editorial decision in any way. The information is collected anonymously and only shared with the editors in aggregated form. It is used to assess the journal's progress toward its equity, diversity, and inclusion goals.

It is essential that your article *does not include any identifying information*: all self-references should be formatted impersonally, and names in any personal correspondence or thanks should be either omitted or replaced with ***.

Submit your paper electronically as a Word document (.docx)

*Note: In what follows, **bold** is used to indicate an example of TAPA style. It does NOT mean that the item in question should in fact appear as bold!*

<u>Format</u>

Beyond the instructions given below, format your paper as little as possible. In particular, do not use macros (e.g., those embedded by citation managers like Endnote), section breaks, or any other hidden formatting. Do not use small caps.

- Paper size should be set to 8 ½ x 11 inches (not A4).
- Margins
    - All margins 1″
    - Left adjusted (ragged right edge)
    - Headers 0.5″
    - Tabs 0.5″
- Double spaced throughout, including notes
- Fonts
    - English font: Times New Roman, 12 point, including footnotes, footnote marks, headers, and page numbers.
    - Greek font: New Athenian Unicode, 12 point (see below for more information)
- Order: works cited should follow the text.
- Tagging
    - Do not use small caps. Instead use <sc> and place this tag before and after the word "Summary," any mentions of B.C.E. or C.E. throughout the manuscript, and

the words "Works Cited." Also place a single <sc> before the first line of the article.

- o Use <a> for first-level subheads and <b>, <c>, and so on for subdivisions. Place the tags before and after subheadings.
- Paragraph
  - o No space between paragraphs
  - o Paragraphs indented except for first paragraph in section
  - o Use paragraph formatting, not manual tabs, to indent paragraphs.
- Footnote marks: Arabic numerals, outside periods, commas, colons, and semicolons.
- For accepted submissions, acknowledgment note placed after title, marked *
- Remove macros (e.g., embedded from citation managers like Endnote), section breaks, and any Latin/Greek text containing links (test by hovering cursor over it).
- Abstract should be no longer than 100 words, placed after title, name, and affiliation. Note that smaller pieces do not require an abstract.

Latin and Greek Quotations

- No quotation marks used for either Greek or Latin (except for direct speech within quote)
- If you copied your Greek text from an online source, please remove the URLs. One can remove links manually in Word, but the best way is to remove the formatting when pasting. In recent versions of Word, use Paste Special → Unformatted Text to paste the text without links.
- Greek
  - o Greek font: New Athena Unicode, 12 point (available from the APA as part of the GreekKeys package; see http://www.apaclassics.org/Publications/greekkeys_news.html)
  - o Be sure to double-check your accentuation marks. Remember that graves are turned into acutes when a Greek word is quoted in isolation.
  - o Please use iota subscript. Iota adscript is retained only in instance where the iota is contested, e.g., **βωμῶ[ι], Hes. fr. 23a.18**.
  - o Grave accents are retained in a Greek word before ellipses, e.g., **Ὀδυσεὺς ... δολοπλόκος**.
- Latin
  - o Latin quotes should be in italics, except for block quotes.
  - o U is used in Latin transliterations.
  - o Ancient and medieval Latin titles are capitalized sentence style, e.g., *De bello Gallico* or *De uiris illustribus*. Renaissance and modern works (including titles of modern editions of ancient works in Latin) are capitalized headline style, e.g., *Nouum Organum*.
- Except in block quotes, all Greek and Latin quotes should be followed by English translations, usually in parentheses. Except in block quotes, all translations should be placed in quotation marks.
- Greek and Latin quotes in parentheses are separated from line number vel sim. by a comma, e.g., **(ἀρπάξας, 3.444)**.
- Transliterations

- o *TAPA* does not have a house style for Greek names, so it is up to you whether you wish to use Latinate forms (**Achilles**) or transliterations (**Akhilleus**). However, please try to be consistent. If you are using a hybrid style of nomenclature (some Latinate forms, some transliterations), you may want to explain it in the acknowledgment note.
  - o If the transliterated Greek is in italics, it gets macrons, but not if it is in regular type, i.e., no macrons on proper names, only on transliterated phrases or text.
- *Oxford Classical Dictionary* abbreviations used for ancient authors and works.
- For abbreviations for inscriptions, see the current edition of *Le guide de l'épigraphiste* (https://www.antiquite.ens.fr/ressources/publications-aux-p-e-n-s/guide-de-l-epigraphiste/article/overview).
- For abbreviations for papyrological material, see the online checklist edited by Bagnall et al. at http://scriptorium.lib.duke.edu/papyrus/texts/clist.html.
- For block quotes, introduce the quote by placing the citation in parentheses and put a space between the quote and the translation. Begin body text on the next line, no space between:

> **body text body text body text (citation):**
> > **quote quote quote**
> > **quote quote quote**
>
> > **translation translation**
> > **translation translation**
> **body text body text body text**

- In quotations of several lines of poetry in the text or footnotes, not in a blockquote, there is no space before the /, and one space after the /, e.g., **Πηληϊάδεω Ἀχιλῆος/ οὐλομένην**. If you use vertical lines to separate lines of poetry, put one space before and one space after, e.g., **Πηληϊάδεω Ἀχιλῆος | οὐλομένην**.

Endnotes and Footnotes

Please format your paper using *footnotes,* not *endnotes* (this is for ease or review). Footnote marks should use Arabic numerals and appear outside periods, commas, colons, and semicolons.

Accepted submissions will be converted to endnotes at the stage of final submission (these will be converted back to footnotes in the published version). Endnotes should appear at the very end of the document, after the works cited. Endnote marks should use Arabic numerals and appear outside periods, commas, colons, and semicolons. Acknowledgments should be placed in a first endnote, marked with ***** and placed directly after the title.

References and Quotations from Scholarly Literature

- Use double quotation marks for all quotations (single quotation marks for quotations within quotations), as well as for translations. Quotation marks are placed outside periods and commas, inside colons and semicolons.

- All quotations from foreign-language scholarly literature should be translated into English; important words in the original may be given with square brackets.
- NOTE: Use a colon in author-date references ONLY before page or column numbers; otherwise, use a comma, e.g., before paragraph numbers, **esp.**, **ch. 1.**, etc.
- Use **ad loc.** (no italics, no colon after author date, e.g., **Kirk 1985 ad loc.**); if "ad" refers to a specific line, use "on" instead, e.g., **Kirk 1985 on 2.17**.
- Use **s.v.** (no italics, no colon after author date), e.g., **Chantraine 1999 s.v.**
- Do not use f. and ff.
- Use **fr.** for "fragment" and **frr.** for "fragments" (not frag., frags., frs.; but capital F is ok where that is standard, as in *FGrH*).
- Use author-date style to refer to items in the works cited. Use initials to differentiate between two authors of the same last name.

> **See Suzuki 1989: 56.**
> **Suzuki 1989: 56 refuses to take Helen's self-blame as an "answer" to the "unanswered" question of her responsibility.**
> **Suzuki refuses to take Helen's self-blame as an "answer" to the "unanswered" question of her responsibility (1989: 56).**

- Notes are cited in the following way: **Miles 1995: 142n73** (the same style is used for referring to notes within the paper).
- Number ranges
  - To indicate the range of page numbers, do not use a hyphen but an en dash. The en dash (–) is slightly wider than the hyphen (-) but narrower than the em dash (—), e.g., *Met.* **15.62–64** (and not 15.62-64).
  - When using numbers in a series (e.g., page or line numbers), include all digits to the tens place, as in **Fantham 1996: 72–79** (NOT Fantham 1996: 72–9) or **Fantham 1996: 151–59** (NOT Fantham 1996: 151–159 or Fantham 1996: 151–9). Likewise, the zero in the tens place in three- or four-digit numbers should be omitted, as in **Fantham 1996: 100–4** or **Fantham 1996: 107–9**.
  - Stephanus numbers (or their equivalents) should NOT be abbreviated, e.g., **Pl. *Rep.* 439e–440e**, though they do not need to be repeated if the reference is to a text wholly contained in one Stephanus (or equivalent) page (e.g., **Pl. *Rep.* 439a–e** or **Pl. *Rep.* 439a6–e4**).

<u>Works Cited</u>

- Entries in the works cited are formatted with a hanging indent of 0.5″, not tabs
- List all entries in alphabetical order by author's name.
- Use initials, not full first names. If there are two initials, there should be a space between the first and middle initial.
- Placement of Jr.: **Hedrick, C. W. Jr.**
- When listing two or more books by the same author, follow the chronological order from the least recent to the most recent. Use a, b, c, etc. to differentiate between titles by the same author from the same year.

- After first instance of an author's name in the works cited, the name is replaced by four underscores (not 3 em dashes), e.g., ____.
- In the case of two or three authors/editors, write out all names; with four or more, use **et al.** after the first name.
- Note that **ed./eds.** is used only for the editors of edited secondary scholarship, not those of ancient texts or commentaries.
- Note the difference between **1956/57** (issue that spans two years) and **1955–57** (multi-volume work that spans several years).
- *RE*, *OCD*, and *TLL* articles are all to be cited in the works cited as proper pieces of scholarship.
- Capitalization of titles
    - In English titles, all nouns, adjectives, and verbs are capitalized, as is the first word after a colon.
    - Foreign titles should be capitalized in sentence style and should observe the capitalization rules of the language (e.g., German, French, Italian etc.); after a colon, the first word is not capitalized.
    - Book and volume numbers are set in Roman, not italics.
    - In italicized titles, italicized words in the original appear in regular type (so-called reverse italics).
- Volume or vol. are both acceptable. Both Arabic or Roman numerals for the volume number are acceptable, but please try to be consistent, especially for works or volumes in the same series.
- **Repr.** (not Reprint or Reprinted), **Supp.** (not Suppl.), **Trans.** (not Transl. or Tr.)
- Do not provide series titles, except in cases where you think that a book will be easier to find under the series title than under its own.
- If only one paper from a specific edited volume is cited, write out the full entry, including title of the volume, editor, etc. If multiple papers are cited from the same volume, make an extra entry for the volume and list each of the papers in the abbreviated format (see the example below).
- Use *Année philologique* abbreviations for journals, but write *P* instead of *PH* in *AJP*, *CP*, etc.
- For journals not listed in *Année philologique*, the title is spelled out e.g., *Colby Quarterly*.
- Do not supply designations like "new series," "n.s.," etc.
- For journal articles, give the volume number but NOT the issue number (**95**, not 95.2).
- Give only the first place of publication (**Berkeley**, NOT Berkeley and Los Angeles) and provide the name of the state only if the place is unlikely to be generally known (**Lanham, MD** but NOT Princeton, NJ). Also differentiate **Cambridge, MA** from the Cambridge in England.

Monographs:
> Austin, N. 1994. *Helen of Troy and Her Shameless Phantom*. Ithaca: Cornell University Press.
> Calame, C. 1997. *Choruses of Young Women in Ancient Greece: Their Morphology, Religious Role, and Social Functions*. Trans. by D. Collins and J. Orion. Lanham, MD: Rowman & Littlefield.

Ghali-Kahil, L. B. 1955. *Les enlèvements et le retour d'Hélène dans les textes et les documents figurés*. 2 vols. Paris: De Boccard.

Lloyd-Jones, H. and Wilson, N. G. 1990. Sophoclea: *Studies on the Text of Sophocles*. Oxford: Oxford University Press.

Edited volumes:

Vernant, J. P. and Vidal-Naquet, V. eds. 1988. *Myth and Tragedy in Ancient Greece*. Trans. by J. Lloyd. New York: Zone Books.

Editions and commentaries:

Decleva Caizzi, F. 1969. *Antiphontis Tetralogiae*. Milan: Istituto Editoriale Cisalpino.

Kirk, G. S. 1985. *The* Iliad: *A Commentary.* Volume I: Books 1–4. Cambridge: Cambridge University Press.

Hainsworth, J. B. 1993. *The* Iliad: *A Commentary.* Vol. 3: Books 9–12. Cambridge: Cambridge University Press.

Latacz, J., Nünlist, R., and Stoevesandt, M. 2009. *Homers* Ilias *Gesamtkommentar.* Band I: Erster Gesang (A). Faszikel 2: *Kommentar*. Berlin: De Gruyter.

Note the differences between the Kirk and Hainsworth entries: both systems are acceptable as long as they are applied consistently.

Papers in edited volume only cited once:

Ebbott, M. 1999. "The Wrath of Helen: Self-Blame and Nemesis in the *Iliad*." In Carlisle, M. and Levaniouk, O. eds. *Nine Essays on Homer*. Lanham, MD: Rowman & Littlefield. 3–20.

If more than one paper from an edited volume is listed, make an extra entry for the volume and list each of the papers in the following style:

Ebbott, M. 1999. "The Wrath of Helen: Self-Blame and Nemesis in the *Iliad*." In Carlisle and Levaniouk, eds. 3–20.

Journal articles:

Groten, F. J. 1968. "Homer's Helen." *G&R* 15: 33–39.

Dissertations:

Gibson, C. A. 1995. *Didymos Chalkenteros and the Ancient Scholarship on Demosthenes*. Diss. Duke University.

Book Review:

Heslin, P. J. 2011. "Achilles." Review of *The Death and Afterlife of Achilles*, by Burgess, J. S. *CR* 61: 356–57.

TAPA Style

- *TAPA* uses American English, e.g., **harbor** not **harbour**, etc.

- *TAPA* follows a style in which an apostrophe and *s* is placed after *all* singular common and proper nouns indicating possession:
  the daughter's dress, Athena's wisdom, Odysseus's winged words

  An exception to this rule that is important for Classics is names like Euripides and Achilles, which end in an *eez* sound and only take an apostrophe:
  Achilles' swift foot, Euripides' tragedies
- *TAPA* uses the designations **B.C.E.** and **C.E.** Please enclose these with the small caps tag <sc>, e.g., **<sc>B.C.E.<sc>**.
- Words of the type **reedit** or **reauthorize** will generally be printed without hyphens, as per the *The Chicago Manual of Style.*
- *TAPA* does not have a house style concerning the use of commas, but please be consistent in whether you use serial commas (**Tom, Dick, and Harry**) or not (**Tom, Dick and Harry**).
- Spell out ordinals in the main text / notes whenever possible, e.g., **third-century philosopher**, not 3rd-century philosopher. If ordinals are needed in the works cited, use superscript, e.g., **2ⁿᵈ edition**.
- Use smart (curly) quotes, e.g., **" ... "**, not straight quotes, e.g., " ... ".
- Use em dashes (—), without a space before or after, instead of spaced en dashes.
- For ellipsis, use a space, followed by three periods, followed by another space (**...**), NOT the special sign provided by Word.
- Uses commas after (and, if applicable, before) e.g. and i.e.
- See files from a recent issue for the format of running headers and page numbers.
- If you do not find guidance on a particular question in this style sheet, go to *TAPA* online through Project Muse and search there in articles published in 2010 and later (there were major changes to the style sheet in 2010).

Last updated SEPTEMBER 2022